

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK
AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH
HODULIK & MORRISON, PA TO SERVE AS
MUNICIPAL AUDITOR**

WHEREAS, the Township of North Brunswick has a need to acquire Municipal Auditing Services for calendar year 2016; and

WHEREAS, on October 5, 2015, the Township Council approved resolution 267-10.15 authorizing the issuance of Requests for Proposals for said professional services; and

WHEREAS, services were procured in formal manner under N.J.S.A. 40A:11-4.1a et seq. under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to submit a proposal; and

WHEREAS, the Purchasing Agent received, and the Deputy Municipal Clerk witnessed, the receipt of one proposal for said professional services on November 13, 2015; and

WHEREAS, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein an Evaluation Report detailing their review and recommendation; and

WHEREAS, the Evaluation Committee recommends the award of contract PRO16010 to Hodulik & Morrison, PA (1102 Raritan Avenue, P.O. Box 1450, Highland Park, NJ 08904) to serve as Municipal Auditor for calendar year 2016; and

WHEREAS, Township Attorney Ronald Gordon has reviewed the proposal submitted by Hodulik & Morrison, PA and determined them to be responsive under the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and any provisions of the revised statutes of the State of New Jersey; and

WHEREAS, it is in the best interest of the Township of North Brunswick to enter into an Agreement with Hodulik & Morrison, PA to serve as Municipal Auditor for calendar year 2016; and

WHEREAS, Hodulik & Morrison, PA shall be compensated for these services as outlined within their contract in the amount of \$71,000.00 for the FY2016 audit, excluding special services which shall be charged to the related accounts, as certified by the Chief Financial Officer; and

WHEREAS, the Chief Financial Officer has certified that \$55,000.00 for the FY2016 audit is available in budget account 6-01-20-135-000-130, \$8,000.00 for the FY2016 audit is available in water account 6-05-55-502-000-130 and \$8,000.00 for the FY2016 audit is available in sewer account 6-07-55-502-000-130, and all other requested services shall be billed at an hourly rate and charged to the related improvement authorizations and/or the Finance-OE Financial Services budget account as certified by the Chief Financial Officer.

NOW, THEREFORE, BE IT RESOLVED on this 1st day of January, 2016, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with Hodulik & Morrison, PA to serve as Municipal Auditor with the amount of \$71,000.00 for the FY2016 audit, excluding special services which shall be charged to the related accounts.

BE IT FURTHER RESOLVED notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.



TOWNSHIP OF NORTH BRUNSWICK

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Evaluation Report

Municipal Auditor - Request for Proposal PRO16010

December 22, 2015

On October 05, 2015 the Township Council passed a resolution 267-10.15 authorizing the advertisement for the receipt of proposals for Professional Services to include Municipal Auditor through a competitive contracting process. This process allows for factors other than price to be taken into consideration when awarding a contract. This process also requires that a committee be established to evaluate proposals in accordance with “weighted” criteria established prior to solicitation of proposals.

Pursuant to N.J.A.C 5:34-4.3, the Township established a three (3) person committee comprised of the following individuals:

Robert Lombard, Business Administrator

Justine Progebin, Assistant Business Administrator/Purchasing Agent

Kala Sriranganathan, CFO

The committee reviewed and discussed the Request for Proposal. The committee agreed to the criteria to be evaluated and the numerical weighting to be assigned to each. The established weighting criterion was as follows:

- | | |
|---|-------------|
| 1. Understanding of Services | – 30 points |
| 2. Prior experience of Individual/Team identified | – 20 points |
| 3. Overall Company History with Similar Services | – 30 points |
| 4. Agreement to Pricing Model | – 20 points |

The following one (1) proposal was received by the submission deadline:

Hodulik & Morrison, PA
1102 Raritan Avenue
Highland park, N.J. 08904

The committee members all individually reviewed the proposal. The committee then met to discuss the proposal experience, proposed methodology and other factors.

When the scoring was added, the firm ranked as follows:

Hodulik & Morrison, PA 255

While no other proposals were received, the committee recommends the award of contract to Hodulik & Morrison, PA. for submitting a proposal that is responsive to the Township's needs and scored high in accordance with the pre-established weighting criteria.